

St Xavier's College (Autonomous), Ahmedabad-9
Minutes of the 5th Meeting of the Examination Committee held on August 30,
2016
Venue: Board room; Date: 30.8.2016; Time: 02.30 pm onwards

The fifth meeting of the Examination Committee was held on August 30, 2016 in the Board Room from 2.30 pm to 5.30pm. All the members were present for the meeting.

1. The Chair welcomes the members. In this meeting two new members were inducted as two senior faculty members retired. The newly inducted persons are Dr Shuchita Mehta and Dr Pinky Desai.
2.
 - 2.1. Internal Gracing policy: Revision **what was discussed? I went for xeroxing**
 - 2.2. The CoE informed about the dummy numbering system adopted by the Examination section in the final examinations. Barcoding and masking of the script is carried out currently. This helps to hide the identity of the candidate. The CoE also informed that cross verification done to ascertain the numbers
 - 2.3. As part of the examination reform, classroom allotment as well as seating arrangement is planned from CIA 2 using ERP. Therefore appropriate steps are taken in revamping the class rooms. This step will reduce the workload of the office in conducting examination as well as mixing of students can be done with ease. Currently the plan is to mix semester 1 and 3 students.
 - 2.4. Since response to staff feedback is poor, it was decided to link with semester result or examination form.
 - 2.5. With regard to evaluation of practicals and theory, it was suggested that at least one external examiner should be there for practical examinations in semester 5 and 6. However, semester 1 to 4 will be conducted with the help of internal examiners.
 - 2.6. Possibility of centralized evaluation was discussed. It was felt that since the maximum number of students in the final is less than 60 in every subject, the paper correction should be over in 2 days. So each HoD should coordinate the timely completion of the correction.
 - 2.7. With regard to Internal practical examination, it was decided that specific allotted days will be given for all departments to complete the practicals. Therefore, practicals for two batches will be conducted per day.
 - 2.8. With regard to question paper style, it was felt that all departments should follow the guidelines given from the CoE office. However, by chance if it cannot be followed, the department should meet CoE and submit the modified style to CoE in writing. This should be implemented. This is to prevent any ad hocism. With regard to BCom BPS and BDA where the unit (syllabus) is not equally distributed, the question pattern should be prepared with the help of professors and announce to students in advance. With regard to Functional English, the question paper pattern will be made available after discussing with experts in the subject.
 - 2.9. With regard to computer methods which is offered as AO,AR and elective in various semesters will have only one component in the marking system. The

marks will not be split into practical component and theory component as it used to be. CoE will issue directives after discussing with the concerned department.

- 2.10. With regard to Computer sciences offered as elective in sem 1 to BSc students, it was suggested that the each practical should be given weightage, and the total of each practical marks should be taken as the summation for practical component of this paper.
 - 2.11. In the case of Functional English, viva is a component in CIA 2 and final examination.
 - 2.12. Those subject where project is a component of assignment, each students should present their work and an external evaluator should be present at the time of assessment.
3. Soft skill, foundation and elective formats:
 - 3.1 The need for setting up a separate department or Coordinator for handling these courses were discussed. It was strongly suggested that Management should consider appointing a coordinator to handle all these programmes or create a separate department.
 - 3.2 It was also suggested that each softskill, foundation and elective should be linked to the department and make them similar to subject elective with credit included in the CGPA.
 - 3.3 It was also suggested that PGOP should be an elective offered to all with credit. Courses like spoken Sanskrit and professional skills should also be explored in these programmes.
 - 3.4 It was also suggested that in the case of Arts subjects, college should have classes from Monday to Friday and Saturday should be assigned for softskills and foundation courses, so that these courses are meaningfully conducted.
 - 3.5 It was also suggested that there should be a final examination for soft skill, foundation and electives for 50 marks and 2 hours.
 4. Supervision policy was discussed.
 - 4.1 It was felt that college should consider every step to curb malpractices to maintain standards of the institute.
 - 4.2 Supervision list should be prepared in advance and displayed
 - 4.3 It was suggested that not more than 4 supervision should be given to a staff and senior supervisors should take rounds during examinations.
 - 4.4 It was also suggested that, those senior supervisors who does not have duty should be assigned to general supervision.
 - 4.5 A superintendent should be in-charge of the final examination to ensure release of answer sheets, handling question paper shortage, etc.
 - 4.6 More faculty should be invited to supervise the final examination and management appointed staff should perform supervision duty in the final examination.
 - 4.7 The work of the peon should be distributed equally so that all peons are not called for duty for morning and afternoon sessions.
 5. Special cases such as Dyslexic students and RDC students were discussed.
 - 5.1 It was felt that college should encourage students to participate in RDC camps and they must not miss final examination. They must be present for at least any

one of the CIA. Special provision can be made in the case CIA for such students so that the term can be granted.

5.2 The Examination committee also suggested that the sports incharge should call a meeting of all NCC cadets and explain the rules to them.

5.3 In the case of dyslexic students, additional time can be given to complete the examination.

6. It was suggested that ATKKT scripts will not be rechecked, and existing gracing rule will be applied in their case

7. Next meeting is scheduled in March, 2017

8. The CoE thanked all the members.

Cc to

Dr Robert Arockiasamy (Principal),

Dr Nirmal Desai (CoE),

Dr Arun Patel,

Dr TC Pandya,

Dr Shuchita Mehta

Dr Pinky Desai (4 senior faculty),

Dr Sebastian Vadakan (IQAC Coordinator)